



# Lake County, Florida

## Mitigation 20/20 TASK FORCE

### BYLAWS

#### Bylaws of the Lake County Mitigation 20/20 Task Force

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#### **ARTICLE I. PURPOSES OF THE TASK FORCE**

The purpose of the Lake County Mitigation 20/20 Task Force is to decrease the vulnerability of the citizens, governments, businesses and institutions of Lake County to the future human, economic and environmental costs of natural, technological, and societal disasters. The Task Force will develop, monitor, implement, and maintain a comprehensive plan for hazard mitigation which will be intended to accomplish this purpose.

#### **ARTICLE II. MEMBERSHIP**

Participation in the Task Force is voluntary by all entities. Membership in the Task Force is open to all jurisdictions, organizations and individuals supporting its purposes

#### **ARTICLE III. ORGANIZATIONAL STRUCTURE**

The organizational structure of the Task Force shall consist of a Steering Committee, a Planning Committee, a Public Information Committee, and other temporary subcommittees as deemed necessary by the Steering Committee.

##### **A. *The Steering Committee***

The Task Force shall be guided by a Steering Committee consisting of designated representatives of the following:

- One representative from the government of Lake County and each participating incorporated municipality,
- One representative from organizations and associations representing key business, industry, and community interest groups of Lake County, and
- Other such individuals appointed by a majority vote of the Steering Committee.

Members of the Steering Committee will be designated by formal resolution, appointment or other action to serve as the official representative and spokesperson for the jurisdiction or organization regarding the activities and decisions of the Mitigation 20/20 Task Force. To maintain good standing, members of the Steering Committee must not have more than two unexcused absences from meetings during the course of a year.

##### **B. *Other committees***

The Task Force shall have two additional permanent committees: Planning, and Public Information. Membership of the permanent committees is unlimited and is open to all interested jurisdictions, organizations and individuals.

Temporary subcommittees may be established at any time for special purposes by the chair of the Steering Committee, and their membership designated at that time.

Membership in the subcommittees is not restricted. To maintain good standing, members of the permanent or temporary committees or subcommittees must not have more than two unexcused absences from meetings during the course of a year.

### **C. *Program Staff***

Lake County, or other agency as so designated by the Steering Committee, will serve as the program staff for the Task Force, and assist in the coordination and support of the Task Force's activities.

## **ARTICLE IV. OFFICERS**

Any member in good standing of the Steering Committee is eligible for election as an officer. The Steering Committee will have a chair elected by a majority vote of a quorum of the members. The Steering Committee will also elect by majority vote a vice chair. Representatives of both local government and any participating private sector organizations will be eligible for election as an officer. Each will serve a term of one year, and be eligible for re-election for an unlimited number of terms. The chair and vice chair of the Steering Committee are also considered to be chair and vice chair of the Task Force.

The chair of the Steering Committee will preside at each meeting of the Steering Committee, as well as establish temporary subcommittees and assign personnel to them. The vice chair will fulfill the duties and responsibilities of the chair in his or her absence.

The chair of each permanent or temporary committee will be designated from the members in good standing of the Steering Committee by its chair, and will serve at the pleasure of the chair of the Steering Committee.

## **ARTICLE V. RESPONSIBILITIES**

### **A. *Steering Committee***

The Steering Committee will be responsible for oversight and coordination of all actions and decisions by the Task Force, and is solely responsible for formal actions in the name of the Task Force, including the release of reports, development of resolutions, issuance of position papers, and similar activities. The Steering Committee makes assignments to the committees and subcommittees, coordinates their work, and takes action on their recommendations.

### **B. *Planning Committee***

Planning – to identify, analyze, and monitor the hazards threatening Lake County and the vulnerabilities of the community to those hazards, as well as to assist in the definition of actions to mitigate the impacts of those hazards; to define structural and non-structural actions needed to decrease the human, economic and environmental impacts of disasters, and to prepare for consideration and action by the Steering Committee a strategy for implementation of those initiatives in both the pre- and post-disaster time frame; to define the general financial vulnerability of the community to the impacts of disasters; to assist with identification of initiatives to minimize vulnerabilities; and to seek funding sources for all priority mitigation initiatives identified in the mitigation strategy developed by the Task Force.

### **C. *Public Information Committee***

Public Information — to secure public input and comment on the efforts of the Task Force; to inform the public about the activities of the Task Force; to conduct public information and education programs

regarding hazard mitigation; to assist with the conduct of public hearings; and, to promote public acceptance of the strategy developed by the Task Force.

The responsibilities of temporary subcommittees will be defined at the time they are established by the chair of the Steering Committee.

**D.     *Program Staff***

Technical, clerical and other types of support activities to the Steering Committee, committees, and subcommittees will be provided through Lake County or other agency or organizational staff as designated by the Steering Committee. The Steering Committee will also designate an agency of Lake County to serve as the legal representative and agent of the Task Force, and to be empowered under County statutes to accept and disburse funds, enter into contracts, hire staff, and take such other actions as necessary in support of, or for the benefit of, the Task Force. Other jurisdictions and organizations may also provide such services on a voluntary basis upon request of the chair of the Steering Committee.

**ARTICLE VI.           ACTIONS BY THE TASK FORCE**

**A.     *Authority for Actions***

Only the Steering Committee has the authority to take final actions in the name of the Task Force. Actions by other committees, subcommittees or program staff are not considered as final until affirmed by action of the Steering Committee.

**B.     *Meetings, Voting and Quorum***

Meetings of the Steering Committee and its committees and subcommittees will be conducted in accord with Robert's Rules of Order, if and when deemed necessary by chair of the meeting. Regular meetings of the Steering Committee will be scheduled at least quarterly with a minimum of 10 working days' notice. Committees will meet at least quarterly prior to Steering Committee meetings, or more frequently as deemed necessary, at the discretion of their chairperson.

All final actions and decisions made in the name of the Task Force will be by affirmative vote of a quorum of the Steering Committee. A quorum shall be at least 51 percent of the members of the Steering Committee in good standing at the time of the vote. Each member of the Steering Committee will have one vote. Voting by proxy, written or otherwise, is not permitted.

**C.     *Special Votes***

Special votes may be taken under emergency situations or when there are other extenuating circumstances that are judged by both the chair and vice chair of the Steering Committee to prohibit scheduling of a regular meeting of the Steering Committee. Special votes may be by telephone, email and/or first class mail, and shall be in accord with all applicable statutes for such actions.

**D.     *Public Hearings***

When required by statute or the policies of Lake County, or when deemed necessary by the Steering Committee, a public hearing regarding actions under consideration for implementation by the Task Force will be held.

**E.     *Documentation of Actions***

All meetings and other forms of action by the Steering Committee and permanent subcommittees will be documented and made available for inspection by the public.

#### **ARTICLE VII.           ADOPTION OF AND AMENDMENTS TO THE BYLAWS**

The Bylaws of the Task Force may be adopted and/or amended by a two-thirds majority vote of the members in good standing of the Steering Committee. All proposed changes to the bylaws will be provided to each member of the Steering Committee not less than ten working days prior to such a vote.

#### **ARTICLE VIII.           DISSOLUTION OF THE TASK FORCE**

The Task Force may be dissolved by affirmative vote of 51% of the members in good standing of the Steering Committee at the time of the vote, by order of a court of competent jurisdiction, and/or by instruction of the Lake County governing body. At the time of dissolution, all remaining documents, records, equipment and supplies belonging to the Task Force will be transferred to Lake County for disposition.